



REQUEST FOR PROPOSAL

RFP NAME: Annual Elevator Maintenance
RFP NUMBER: 02-22-003
RFP DUE: Wednesday, March 16, 2022 at 2:00 p.m.

Waubonsee Community College (Waubonsee) seeks proposals from qualified Firms (also referred to as Contractor, Respondent, Company and Vendor) to provide annual elevator maintenance, repairs and services. All four campuses will be serviced by this contract. The contract is for three years with the college's option to renew for two additional one-year periods.

A mandatory pre-proposal meeting will be held on **Friday, February 25, 2022 at 10:00 a.m. via Zoom**. The college will clarify the objectives of the RFP and answer questions during the pre-proposal meeting.

All correspondence or questions concerning this RFP should be addressed to purchasing@waubonsee.edu.

Submit your proposal in electronic format by email to Purchasing@waubonsee.edu. Do not send or deliver a hard copy to the college.

Pages to be completed and included with proposal response:

- Authorization Form
- Cost Worksheet
- Certifications
- Conflict of Interest Disclosure and Non-Collusion Form
- State of Illinois Business Enterprise Program Information Form
- Contractor's Firm Information and Experience
- References
- Appendix A - Waubonsee's Business Enterprise Program Participation and Utilization Form

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Version: 1.0

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AUTHORIZATION OF RESPONSE

I HEREBY AUTHORIZE THIS BID/PROPOSAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE INSTRUCTIONS AND SPECIFICATIONS. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED PROPOSAL IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT, I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

Name of Company

Address

City State Zip Code

Telephone Number Fax Number

Authorized Name (Typed or Printed) Authorized Signature Date

Proposals must be made in the official name of the firm or individual which business is conducted, stating official business address, and must be signed in ink by a person authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

Person to contact with questions regarding this submittal:

Printed Name Telephone Number Email Address

ACKNOWLEDGEMENT OF ADDENDA

Addenda # _____

COST WORKSHEET

Having examined the RFP documents as prepared by Waubensee Community College for the **Annual Elevator Maintenance Repairs and Services**, the Respondent hereby proposes to provide all maintenance, repairs and services as specified for:

LINE ITEM	DESCRIPTION	1-YEAR ANNUAL COST	2-YEAR ANNUAL COST	3-YEAR ANNUAL COST	4-YEAR ANNUAL COST	5-YEAR ANNUAL COST
1	APC Passenger Elev.	\$	\$	\$	\$	\$
2	Erickson Passenger Elev.	\$	\$	\$	\$	\$
3	Field House Passenger Elev.	\$	\$	\$	\$	\$
4	Science Bldg. Passenger Elev.	\$	\$	\$	\$	\$
5	Ackerlow Passenger Elev.	\$	\$	\$	\$	\$
6	Auditorium Passenger Elev.	\$	\$	\$	\$	\$
7	Student Center Passenger Elev.	\$	\$	\$	\$	\$
8	Bodie Hall Passenger Elev.	\$	\$	\$	\$	\$
9	Dickson Passenger Elev.	\$	\$	\$	\$	\$
10	Von Ohlen Passenger Elev.	\$	\$	\$	\$	\$
11	Collins Hall Passenger Elev.	\$	\$	\$	\$	\$
12	Aurora 1 Passenger Elev.	\$	\$	\$	\$	\$
13	Aurora 2 Passenger Elev.	\$	\$	\$	\$	\$
14	Plano Passenger Elev.	\$	\$	\$	\$	\$
15	Fox Valley Passenger Elev.	\$	\$	\$	\$	\$

Summary Table

	1-YEAR COST	2-YEAR COST	3-YEAR COST	4-YEAR COST	5-YEAR COST
Total Bid Line Items 1 - 11	\$	\$	\$	\$	\$
Total Bid Line Item 12-13	\$	\$	\$	\$	\$
Total Bid Line Item 14	\$	\$	\$	\$	\$
Total Bid Line Item 15	\$	\$	\$	\$	\$
Total Per Year	\$	\$	\$	\$	\$

Time and Material Rate Card

Contractor must include time-and-material rates for services as requested by the College

1. *Labor Rates - Enter the position title and the labor rates in table below

Position Title	Standard Labor Rates (Hourly)		
	Regular	Standard Overtime	Double- Time
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

** Prevailing Wage Rates apply*

2. Discount Percentage or Markup Percentage of Current Manufacturer Price or List Price – **Select One**

	Current Manufacturer Price	List Price
Standard Parts Discount	%	%
Standard Parts Markup	%	%

3. Price Adjustments

A maximum 4% annual increase may be allowed after the initial twelve (12) month period. The Contractor must request an increase by submitting a letter to the Campus Plant Operator with a justification that includes detailed price data and supporting documentation to verify the validity of the price increase. The Contractor must also furnish a written statement which states that the increase represents the cost of the product or labor and in no way includes an increase for profits or overhead. The College may require additional information to verify the price increase.

The request for price increase must be submitted within thirty (30) days of the twelve (12) month anniversary of the Contract start date. If the price increase request is not submitted within this timeframe, the Contractor will not be entitled to a price adjustment for the upcoming year.

CERTIFICATIONS

All Respondents are required to complete and sign this form. Completed form must be returned with RFP no later than the advertised deadline. Failure to return this completed form may result in disqualification.

Respondents are cautioned to carefully read these certifications prior to signing below. Signing this page shall constitute a warranty by the undersigned that all of the statements, certifications and information set forth within these certifications are true, complete and correct as of the date signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered into with the undersigned shall be subject to termination.

1. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 et seq. Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.
2. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
3. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
4. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
5. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
6. Fair Employment Practice: Company in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
7. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
8. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating.
9. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

Authorized Signatory: _____ **Date:** _____

CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

All Respondents are required to complete and sign this form. Completed form must be returned with Proposal no later than the advertised deadline Failure to return this completed form may result in disqualification.

Conflict of Interest Disclosure

Waubonsee Community College is requiring that any and all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any proposal submitted. Contact in regards to this Proposal with any employee of Waubonsee Community College during the pre-award period, except as noted in the solicitation, is strictly forbidden and is considered sufficient grounds for dismissal from the RFP process.

Define the relationship with any Waubonsee Community College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees does business with, or for which there is an opportunity to influence a related college decision.

Respondent certifies that there is no known conflict of interest with any Waubonsee administrator, trustee, committee member or employee of the college.

Non-Collusion Statement

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Company, and that the contents of this Proposal as to prices, terms or conditions of said RFP have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.

The undersigned further affirms that this Proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: _____

By: _____
(Authorized Signatory)

_____ Title

STATE OF ILLINOIS BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT INFORMATION

Vendor shall provide the following information on the MBE status of its business so that the College can comply with the Business Enterprise for Minorities (MBE), Females (WBE), Persons with Disabilities Act (DBE), or Veteran Owned Business (VOB), 30 ILCS 575/1, et seq.

Identify Business Certification Status (___ MBE ___ WBE ___ DBE ___ VOB)

- African American
- Alaskan Native/Native American
- Asian American
- Disabled
- Female
- Hispanic American
- Veteran
- Not Applicable

Small Business Certification

- HUBZone small business
- Service-disabled veteran-owned small business
- Small Business
- Small disadvantaged business
- Veteran-owned small business
- Women-owned small business
- Not Applicable

Certifying Organization

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women's Business Development Center)
- Other (Please Specify) _____
- Not Applicable

For more information please visit:

<http://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx>

REFERENCES OF SIMILAR WORK PERFORMED

Contact Name Phone

Company / Organization Name

Address

City State ZIP Code

Contact Name Phone

Company / Organization Name

Address

City State ZIP Code

Contact Name Phone

Company / Organization Name

Address

City State ZIP Code

COLLEGE OVERVIEW

Waubonsee Community College (Waubonsee), located forty-five miles west of Chicago, Illinois, has served more than 300,000 students since its inception. As one of 48 public community colleges in the Illinois Community College System, Waubonsee is governed by a board of trustees composed of seven community members elected from the district at large and a student trustee selected by the student body. Waubonsee serves 22 municipalities, 12 public high school districts and nine private high schools in a five-county, 600-square-mile district. In order to proactively address student and community needs, Waubonsee has cultivated a learning-centered culture that values, and an infrastructure that advances, continuous quality improvement.

Campus Locations

Main Campus

Waubonsee Community College Sugar Grove Campus, 45783 State Route 47, Sugar Grove, Illinois 60554

Extension Campuses

Waubonsee Community College Plano Campus, 100 Waubonsee Drive, Plano, Illinois 60545

Waubonsee Community College Aurora Downtown Campus, 18 South River St. Aurora, Illinois, 60506

Waubonsee Community College Fox Valley Campus, 2060 Ogden Ave, Aurora, Illinois 60504

GENERAL REQUIREMENTS

RFP Schedule

- RFP Publication Date Friday, February 18, 2022
- Pre-Proposal Meeting Friday, February 25, 2022 at 10:00 a.m.
- Last Day for Questions Friday, March 11, 2022
- Responses Due Wednesday, March 16, 2022 at 2:00 p.m.
- Recommendation of Award Wednesday, April 20, 2022

Preproposal Meeting Information

Time: Feb 25, 2022 02:00 PM Central Time (US and Canada)

Join Zoom Meeting:

<https://waubonsee.zoom.us/j/91787673849?pwd=M1NCK1A3cFJSNTM1R015Y1QvK2VFdz09>

Meeting ID: 917 8767 3849

Passcode: &x5&um4J

One tap mobile

+13126266799,,91787673849#,,,,*46843104# US (Chicago)

+19292056099,,91787673849#,,,,*46843104# US (New York)

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Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

Meeting ID: 917 8767 3849

Passcode: 46843104

Find your local number: <https://waubonsee.zoom.us/j/91787673849>

Join by Skype for Business

<https://waubonsee.zoom.us/j/91787673849>

General Terms and Conditions

1. RFP documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.
2. Respondents may not contact any college employee directly to discuss this RFP. All correspondence or questions concerning the RFP should be addressed to Purchasing@Waubonsee.edu.
3. All work performed as a result of this RFP is subject to the college's Standard Terms and Conditions incorporated and made part of this RFP. No work shall be performed prior to the issuance of a Waubonsee Community College purchase order with authorized signatures. All work must be approved in writing and in advance. Contractor(s) shall comply with all procedural instructions issued by the Campus Safety and Operations Department.
 - a. Terms and Conditions may be downloaded from the college's website or requested by email to purchasing@waubonsee.edu.
4. The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers and mechanics employed on PUBLIC WORKS construction projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the county where the work is performed.
5. Respondents are responsible for checking the college's purchasing webpage for updates to the RFP and will be required to acknowledge receipt of the addenda in the RFP response.
6. All questions regarding this RFP will be responded to by addendum. Addenda will be posted to the college's purchasing webpage.
7. All proposal prices must be good for a period of ninety (90) days from the date of opening.
8. A purchase order will be issued to the awarded Contractor. No work can begin prior to award of orders and the college has received certificates of insurance.
9. Waubonsee Community College does not guarantee any dollar amount or how many times this contract may be utilized during the life of the contract.
10. Invoices are paid monthly for work completed or as negotiated in the executed contract.
11. The college's payment terms are net 30 days.

Business Enterprise Program

1. It is the practice of Waubonsee Community College to ensure full and equitable economic opportunities to person and business that compete for business with WCC, including Minority, Women-Owned and Disadvantage-Owned Business Enterprises (M/W/DBE).
2. WCC encourages participation in contracts for goods and services by firms that are certified. This may be the primary vendor being certified or by the utilization of qualified subcontractors, suppliers, joint ventures or other arrangements that afford meaningful opportunities for M/W/DBE participation. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.
3. The BEP Utilization Form included in this RFP must be completed and provided as part of the response.

Confidentiality & Proposal Ownership

1. RFP Ownership: All proposals to the RFP will become the property of Waubonsee Community College and will not be returned.
2. Public Records Act: all materials received or created by the college are considered **public records** and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
3. If the Respondent requests that the college withhold their trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:
 - a. A written notification specifically identifying such information
 - b. A statement that disclosure of such information will cause competitive harm to the Respondent
4. Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection.

PROPOSAL REQUIREMENTS AND FORMAT

Proposal Submission

1. **Submit your proposal in electronic format by email to purchasing@waubonsee.edu. Do not send or deliver a hard copy.**
2. Proposals received after the date and time specified in this RFP will not be considered.
3. **RFP is not binding on Waubonsee.** This RFP is not a binding offer by Waubonsee and acceptance of the terms of this RFP by any Respondent shall not create a binding contract with Waubonsee Community College. Waubonsee reserves the right to negotiate the terms and conditions of any agreement that may result from this Request for Proposal process, including the

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terms set forth herein and in any proposal. Any future contract that may be awarded must comply with college procurement requirements.

4. **Proposals Shall Constitute an Offer.** A proposal submitted in response to this RFP shall constitute an offer of the Respondent. The signature of a person who is legally authorized to execute contractual obligations on behalf of the Respondent shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the Respondent of all terms and conditions as set forth herein, unless the response specifically indicates otherwise. A Respondent shall identify clearly and thoroughly any variations between its proposal and the RFP in a cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of any contract that may result from this RFP, except as outlined or specified in the RFP.
5. All proposals must be signed by a duly authorized representative of the firm; all unsigned proposals will be rejected.
6. Proposals may be withdrawn by written request from Respondent prior to the date and time established for the opening.

Format

Firms shall provide a straight-forward, concise description of your firm's capability to satisfy the requirements of this RFP and perform the work described in this RFP. Prepare your responses to this RFP in pdf format and sequence specified below. Respond specifically to each item in the order as provided. Failure to comply may result in the college rejecting your proposal as non-responsive.

Authorization

Submittal response must include a signed Authorization Form and at minimum, all documents noted on the cover page.

Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Company name with address and telephone. Name of the principal(s) of the firm.
 - b. Name, telephone number, and email address of a representative of the firm authorized to discuss the proposal.**
 - c. Addresses of all offices of the firm. Identify the office which will fulfill this agreement.
 - d. Number of employees of the firm.
 - e. Number of years in business under current name and any past corporate names or affiliations.
 - f. Statement of whether there are any ongoing, pending, or potential legal actions against the firm.

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2. Describe the organization, date founded and ownership of your firm and regulatory bodies your firm reports to. Has the firm experienced a significant change in organizational structure, ownership or management during the past three years and, if so, please describe.
3. Identify any work to be subcontracted and provide company name, contact information, deliverables to be produced and tasked to be performed.
 - a. Waubonsee Community College reserves the right to reject any subcontractor.
 - b. If a subcontractor or supplier is needed to fulfill contract requirements, please consider using a small or disadvantaged business. The State's policy is to promote small businesses, including those owned by Veterans, businesses owned and controlled by minorities, females, and persons with disabilities, and sheltered workshops for the severely disabled. We encourage the use of these companies on State contracts and in your commercial activities. See <https://www.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for more information regarding these programs.

Experience

1. Describe your firm and its capabilities to provide the services noted in this RFP.
2. Key management and key personnel that would be assigned to this Contract.
3. Provide a minimum of three (3) education client references for similar services performed, preferably services performed for community colleges.

Additional Documentation

1. Provide a sample copy of your firm's contract for these services including all terms and conditions.
2. Firms may provide brochures, reports or other information in support of this proposal as an attachment to the proposal in 8.5" x 11" format. Catalogs or brochures may not be submitted in lieu of responses to an item.
3. Discuss any topics not covered in this RFP that you would like to bring to the college's attention.

EVALUATION AND AWARD

1. The college reserves the right to:
 - a. Accept or reject any or all proposals
 - b. Select the proposal most responsive to the college's needs
 - c. Award the contract to the firm who will best serve the interests of the college at the college's sole discretion
 - d. Require a firm to submit any evidence of its qualifications as the college may deem necessary and to consider any evidence available such as financial, technical and other capabilities, including performance experience with past and present users
 - e. Request additional information or clarifications and to allow corrections of errors and omissions

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- f. Waive minor irregularities or variations to specifications in the process
 - g. Conduct any investigation of the qualifications of any firm that it deems appropriate
2. A selection committee consisting of staff from the college will review all proposals and decide. Some factors may include:
 - a. Professional capacity to take on the work.
 - b. Proposed fee structure
 - c. Ability to perform within time and budget constraints
 - d. Evaluation of potential work plans
 - e. Previous work experience and performance with similar institutions
 - f. Recommendations by references
 - g. Other pertinent information submitted
 3. The college may invite one or more finalists to have key personnel who would be engaged in the provision of the services make presentation(s) and/or discuss the proposal. The college will not be liable for expenses incurred in attending this interview.
 4. At the college's discretion, the college may invite one or more finalists for a second interview. The college will not be liable for expenses incurred in attending this interview.
 5. The college will conduct contract negotiations with the firm whose proposal is deemed most responsive to the college's needs. Until the college acts formally to approve a contract, and until such contract is signed by both parties, the college is legally obligated in no respect. By this Request for Proposal, the college has not committed itself to undertake the work set forth.

Award

1. The college reserves the right to award this project to one firm or split the award based on the best interests of the college.
2. The college reserves the right to reject or accept any or all responses, to extend the due date, to waive technicalities in the documents or repost prior to award of the Contract.
3. Awarded Respondent will be notified after award by the college's board of trustees.

Covid19 Guidelines

1. All Contractors must comply with the appropriate PPE as described in the College's Covid19 Protocols below. Please note these protocols may change as warranted by the college.
2. Before heading to Waubensee Community College, we ask you to do a self-assessment.
 - a. Measure your body temperature for signs of a fever (100.4° or higher)
 - b. Self-monitor for other symptoms of the virus
 - i. Cough
 - ii. Shortness of breath or difficulty breathing
 - iii. Fatigue
 - iv. Muscle or body aches
 - v. Headache

- vi. New loss of taste or smell
 - vii. Sore throat
 - viii. Congestion or runny nose
 - ix. Nausea or vomiting, etc.
3. If you have a fever or any other symptoms, please stay home and do NOT come to campus.
4. Everyone visiting our campus must wear a mask in all common areas, including classrooms, service departments, hallways, and restrooms. Even if you are not exhibiting symptoms, you could still be sick, and a mask helps prevent you from infecting others. It also protects you in case you touch your nose or mouth.
5. If you cannot wear a mask for a medical reason, please let the Chief Plant Operator know. Your medical privacy will be maintained, but more details and documentation may be requested.
6. If you need a mask, you can pick up a free one at the Campus Operations Building upon signing in for the day.

SCOPE OF WORK

Summary

Waubonsee Community College (Waubonsee) seeks proposals from qualified Firms (also referred to as Contractor, Respondent, Company and Vendor) to provide annual elevator maintenance, repairs and services. All four campuses will be serviced by this contract.

Contract Period

The Contract award will be effective from the signature date of the executed Agreement and will remain in effect for three (3) years, with an option to renew for two (2) additional one-year periods. The Contract shall also contain a unilateral cancellation clause for Waubonsee Community College at any time within the first sixty (60) days of the Contract.

The College reserves the right to terminate this agreement at the end of the contract term by giving the Contractor not less than thirty (30) days written notice. The College may also terminate this Agreement at any time upon thirty (30) days written notice to the Contractor.

General

1. The Contractor must furnish all necessary labor, equipment, supplies and materials and other accessories, services and facilities for the full-service preventive maintenance, adjustment, repair, and inspection of the elevators and related equipment at Waubonsee Community College in strict accordance with the specifications, terms and conditions.
 - a. Pro-active Preventive Maintenance: Contractor agrees to regularly and systematically examine, clean, lubricate, adjust, and as conditions warrant, repair or replace all vertical transportation equipment included under this Agreement.

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- i. Regularly - Contractor will guarantee a minimum of 15 hours per month performing preventative maintenance on all elevators. This will need to be documented every month.
 - ii. Systematically - Contractor will use effective scheduling methods that do not interfere with the "15 hour" allotment of time which can be quickly consumed by an ineffective or poorly designed maintenance schedule.
 - b. Contractor shall maintain elevator machine rooms, hoist ways, pits, car tops, and equipment in or on these areas in a consistently clean condition
 - c. Contractor shall maintain all equipment in a safe condition within proper operating limits as originally specified
 - d. Contractor shall provide adequate personnel and equipment to perform repairs and other work, including delivery of parts, in a timely manner
 - e. Contractor shall furnish maintenance, repairs and required parts and supplies for 15 passenger elevators
2. The Awarded Bidder warrants to the college that:
 - a. Materials and equipment furnished will be new and of good quality
 - b. The Work will be free from defects not inherent in the quality required or permitted
 - c. The Contractor will install all products and materials according to manufacturer's written instructions
3. Items Excluded from Contract
 - a. The following items of elevator equipment, hoist way, and machine room enclosures are not included in this Contract.
 - i. Car enclosure, including side walls, interior paneling, handrails, bases, and car lighting fixtures
 - ii. Smoke or heat sensors
 - iii. Communication systems
 - iv. Mainline switch

Industry Specific Standards

1. The Contractor must provide all necessary testing/inspections in accordance with the current state, county and MHJ codes, and repair service laws or ordinances, and all rules and regulations of health, public and/or other authorities controlling or limiting the methods and materials to be used, or the actions of those engaged in this kind of work.
2. All service and repair work must be performed in compliance with BOCA 1981 and its referenced Safety Code for Elevators, Escalators, ANSI A17.1-1978 and must be subject to safety inspection by the College.

Qualifications

1. The Contractor must have a minimum of five (5) years' experience performing repairs and maintaining comparable equipment as specified herein.

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2. The Contractor agrees that all work will be performed by and under the supervision of skilled, experienced, elevator service and repair technicians directly employed and supervised by the Contractor.
3. All work must be performed by qualified and experienced elevator servicemen.
4. Prevailing wages will apply.
5. The Contractor must have full capabilities to reprogram or change the program of the elevator microprocessor.
6. The Contractor must be able to provide a service website to allow college personnel access to maintenance and service call data.

Equipment

Sugar Grove						
Location	Manufacturer	Type	Serial	State ID	Floors	Capacity
APC	TKE- TAC 20	HYDRO	EV3126	H0058870	2	3500
Erickson	Dover	HYDRO	EF7435	H005884	2	2000
Field House	Schindler	MRL	791503	T007846	2	3500
Science Building	Kone	HYDRO	746	H005871	2	3500
Ackerlow	Virginia	HYDRO		H005873	2	2000
Auditorium	Dover DMC	HYDRO	638	H005872	2	2000
Student Center	Otis 211	HYDRO	498069	H005862	2	3500
Bodie Hall	Dover DMC	HYDRO	EC7796	H005879	2	2500
Dickson Center	Virginia	HYDRO		H005877	3	3500
Von Ohlen Hall	Virginia	HYDRO		H005874	2	2500
Collins Hall	Virginia	HYDRO		H005875	2	2000

Aurora						
Location	Manufacturer	Type	Serial	State ID	Floors	Capacity
Aurora 1	Kone	Traction			4	
Aurora 2	Kone	Traction			4	

Plano						
Location	Manufacturer	Type	Serial	State ID	Floors	Capacity
Plano 1	Otis	HYDRO	248384	H0021775	2	

Fox Valley						
Location	Manufacturer	Type	Serial	State ID	Floors	Capacity
Fox Valley 1	Schindler	HYDRO		H005865	2	

Maintenance Repairs and Services

1. The Contractor must use an independent certified state inspector to perform annual state inspections.
2. The Contractor on a monthly interval shall inspect, adjust, lubricate, clean, and repair as required. Maintain and clean elevator hoist way and related equipment including rails, hoist way hangers and tracks, related devices, switches, car tops and shaft pit areas, and provide documentation of those services.
3. The Contractor will remove from the premises and properly dispose of all replaced equipment, waste oil, rags, packing materials, and other debris.
4. The Contractor, at no additional cost to the college, shall furnish all supplies, materials, parts, labor, supervision, and lubricants to provide preventative maintenance, adjustment and repair services for the listed equipment.
 - a. Entire door operator
 - b. Auxiliary door closing devices including door motors
 - c. Hoist way door interlocks
 - d. Door protective devices
 - e. Conductor cables, elevator hoist way wiring and machine room wiring
 - f. All safety devices
 - g. Guide rails and guide shoes
 - h. Gibs or rollers, and hoist way switches
 - i. Pumps, pump motors, belts and sheaves
 - j. Operating valves and valve motors
 - k. Chimes, gongs and alarms
 - l. Leveling valves
 - m. Plunger, guide bearing, packing gland, casing gasket and plunger packing
 - n. Exposed piping and hydraulic fluid tank
 - o. Entire Power Unit
 - p. Power unit contacts, controller, levelling devices, and cams
 - q. All relays, magnet frames and coils
 - r. Traveling cable
 - s. Contacts and springs for entire operating circuit
 - t. Resistors, condensers, leads and timing devices
 - u. Resistance starter and transformer for operating and motor circuits
 - v. Operating circuit rectifiers
 - w. Proper lubricants and hydraulic fluid as needed
 - x. Pushbuttons, button contact assemblies, key switches and indicator lights
 - y. Car exhaust fans
 - z. Monthly Fire Service Operation check
 - aa. Insure cab emergency phone is correctly programmed to monitoring contractor
 - bb. Adjust elevator parts and components to maximize performance and safe operation

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5. Electrical drawings are to remain with elevators.
6. The Contractor must contact the Chief Plant Operator or designee for an appointment and report to the Chief Plant Operator or designee for authorization prior to performing services, inspections, repairs, maintenance, adjustments, cleaning, and/or work.
7. The Contractor will be required to sign in and sign out at Campus Operations (during normal working hours). Contractor will be issued equipment room and gate access keys. In no case will the Contractor make duplicates of any college keys. Keys and access security badges will be issued at Campus Operations during regular business hours.
8. The Contractor shall provide and maintain in each machine room, a maintenance schedule and record, a call-back and repair log, and must make all these documents available to the College.
9. Contractor shall provide a web-based service portal providing documentation of certification and previous service call details.
10. The Contractor will not be responsible for adjustments, repairs or replacement of equipment due to accidents, vandalism, or misuse. With the College's approval the Contractor will make such adjustments, repairs and replacement at the Contractor's standard labor rates and parts at invoiced cost plus the Contractor's standard mark up.

Regulations

All elevators under this Contract shall be maintained in accordance with all requirements of the American Standard Safety Code ANSI A17.1 latest edition or revisions. The Contractor agrees to abide by all existing laws, codes, rules and regulations set forth by all applicable authorities having jurisdiction where the work is being performed.

Industry Specific Standards

1. The Contractor must provide all necessary testing/inspections in accordance with the current state, county and MHJ codes, and repair service laws or ordinances, and all rules and regulations of health, public and/or other authorities controlling or limiting the methods and materials to be used, or the action of those engaged in this kind of work.
2. All service and repair work must be performed in compliance with BOCA 1981 and its referenced Safety Code for Elevators, Escalators, ANSI A17.1-1978 and must be subject to safety inspection by the college.

Schedule

1. The scheduling, frequency, and performance of the maintenance service shall be done in accordance with the manufacturer's established procedures.
2. All work specified herein, except emergency callback service, shall be performed during the college's regular working hours (7:00 a.m. – 4:00 p.m.). Monday through Friday.
3. All non-emergency work will be performed during regular working hours of regular working days.
4. Service calls require on site response within two hours.
5. Emergency service will be provided, twenty-four hours a day, seven days a week with a two-hour

response time. For overtime call-backs the college will be charged the contractor's standard overtime rates.

Service of Traction Elevator

1. Regularly and systematically examine, clean, lubricate, adjust and maintain in accordance with manufacturer's service schedule.

Service of Hydraulic Elevators

1. Regularly and systematically examine, clean, lubricate, adjust and when conditions warrant, repair or replace the following:
 - a. Hydraulic pump unit complete, consisting of its enclosure, pump, motor power transmission elements between the pump and motor, valves of every kind, strainers, mufflers, gaskets, and all other accessories.
 - b. Entire controller and motor starter, including accessories.
 - c. All electrical wiring, conduit, ducts, traveling cables, etc., from and beyond the elevator equipment of every kind to the mainline disconnect switches, and hoist way outlets.
 - d. All piping, fittings, and accessories; such as, vibration dampeners, silencers, etc. between the hydraulic pump and the jack unit. Underground piping not included.
 - e. All heating or cooling elements, facilities, insulation, and accessories for controlling the oil temperature.
 - f. Proper lubricants and hydraulic fluids as needed.
 - g. Emergency lighting, if furnished and installed by same manufacturer.
 - h. Fireman's service equipment.
 - i. Automatic power door operators, landing and car door hangers, landing and car door contacts, door protective devices, hoist way door interlocks, bottom door guides, manual door closers, and auxiliary door closing devices.
 - j. Conduct a yearly relief valve test and cylinder leakage test on all hydraulic elevators in accordance with Section 1001 ANSI A17.1 Code. L. Re-lamp all signals during regular examinations.
 - k. All other miscellaneous equipment, materials, solid-state components, etc., not mentioned above or in the make-up of the complete elevator or elevators.
 - l. Maintain and clean the elevator hoist way and related equipment including rails, inductors, hoist way door hangers and tracks, relating devices, switches, buffers, car tops and pit areas.
 - m. Perform the following tests on the elevator equipment: Test car and all safety devices. If required, the governor will be re-calibrated and sealed for proper tripping speed.

Items of Preventive Maintenance Work

1. The preventive maintenance specified herein is considered the minimum for all equipment. If specific equipment covered by this contract requires additional preventive maintenance for safe reliable operation, the Contractor shall preform the additional preventive maintenance at no

added cost to the College.

2. Procedures

- a. All tests performed on the elevator equipment described herein will be in accordance with the most recent ANSI/ASME A17 Code requirements. Written reports and records of all tests must be submitted to the College within thirty (30) days following completion of all tests.
- b. The Contractor must provide preventative maintenance on each unit a minimum of one (1) hour per month. Fifteen (15) elevators at a one (1) hour minimum per car will equate to 15 hours per month minimum allotment dedicated to preventative maintenance, which cannot be performed as break down maintenance.

3. Monthly

- a. Perform general inspection of machinery, sheaves, worm and gear motor, brake, and selector. Lubricate as required.
- b. In an approved manner, empty drip pans, discard oil, and check reservoir oil level.
- c. Observe brake operation and adjust or repair if required.
- d. Inspect and lubricate machinery, contacts, linkage and gearing.
- e. Clean and inspect controllers, selectors, relays, connectors, contacts, etc.
- f. Ride car and observe operation of doors, leveling, reopening devices, push buttons, lights, etc. Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, relieving and other devices.
- g. Remove litter, dust, oil, etc., from all machine room equipment.
- h. Clean trash from pit and empty drip pans.
- i. Check governor and tape tension sheave lubrication.
- j. Check door operation, clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, came and door closer.
- k. Check car. Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car sill, side and top exits.
- l. Check selector, Clean, adjust and lubricate brushes, dashpots, traveling cables, chain, pawl magnets, wiring, contracts, relays, tape drive, and tape switch, if applicable.
- m. Inspect interior of cab. Test telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, and car station. Make needed repairs.
- n. Visually inspect controller, contacts and relays. Check adjustment and replace contacts as required.
- o. Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways, and pulleys, if applicable. Check load weighing device and dispatching time settings. Clean, adjust and lubricate as necessary.
- p. Check and adjust:

- i. Car position indicators
- ii. Director stations
- iii. Hall and car call buttons
- iv. Hall lanterns

4. Quarterly

- a. Check leveling operation. Clean and adjust leveling switches, hoist way vanes, magnets, selector tapes and inductors, if applicable. Repair and/or adjust for proper leveling.
- b. Check hoist way doors, Clean, lubricate, and adjust tracks hangers and up thrust eccentrics, linkage gibs and interlocks as required.
- c. Clean, adjust and lubricate car door or gate tracks, pivots, hangers.
- d. In the car, test alarm bell system. Inspect, clean and adjust retiring cam device, chain, dashpots, cam pivots, fastening. Test emergency switch (ground case if necessary). Inspect safety parts, pivots, set screws, switches, etc. Check adjustment of car and counterweight gibs, shoes or roller guided, lubricate and adjust, if necessary.
- e. In the pit, lubricate compensating sheave and inspect hitches. Inspect governor and tape tension sheave fastenings as necessary.
- f. Empty and clean oil drip pans.
- g. Clean all parts of safeties and lubricate moving parts to assure their proper operation. Check and adjust clearance between safety jaws and guide rails. Visually inspect all safety parts.

5. Semi-Annually

- a. Check controllers. Check alignment of switches, relays, timers, contacts hinge pins, etc., adjust and lubricate as necessary. Check all resistance tubes and grids. Clean and inspect fuses and holders and all controller connections.
- b. In hoist way examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check and adjust car shoes, gibs or roller guides. Adjust or replace as required.
- c. Clean all overhead sheaves, sills, bottom of platform, car tops, counterweights and hoist way walls.
- d. On tape drives, check hitches and tape switch.
- e. Check car stile channels for bends or cracks; also car frame, cams, supports and car steadying plates.
- f. Check fastenings and operation of door checks, and interlocks. Clean and lubricate pivot points as required.
- g. Check governor and tape tension sheave fastenings.

6. Annually

- a. Thoroughly clean car and counterweight guide rails to remove unit lint dust and excess lubricant.

Service History Website

1. Contractor will provide access to a service website in accordance with the following terms and conditions.
 - a. During the term of this Agreement, Contractor agrees to provide the college with a user name and password to Contractors website for access to maintenance and service call data generated following the effective date of this Agreement.
2. The college shall, at its sole cost, provide and ensure the functioning integrity of its own hardware, software and internet connection necessary to access the website. By executing this Agreement, Purchaser acknowledges that any work performed by Elevator contractor's modernization and/or construction personnel may not be included or accessible on the website.

Failure to Perform

1. Contractor must fully guarantee all work performed during the term of the Contract and for a period of ninety (90) days after the termination date. Should the College determine during the term or within thirty (30) days after termination that any required work has not been fully performed, has been performed improperly or not performed at all, the Contractor shall, after written notification by the College, correct said deficiency with ten (10) working days. Failure to correct will be construed as a default under the Contract and the College has the right to secure others to perform the services and deduct the costs of these services from the contractual amount due to the Contractor under this Agreement.
2. The College will closely monitor the quality and level of maintenance service of these elevators. The College and elevator contractor shall meet quarterly to discuss and review performance reports on the service level of the College elevators.

Waste and Disposal

1. Contractor shall be responsible for all cleaning required for work under the Contractor's jurisdiction as well as for keeping all work areas, passageways, ramps, stairs and all other areas of the premises free of accumulation of surplus materials, rubbish, debris and scrap which may be caused by the Contractor's operations.
2. Remove rubbish, debris and scrap promptly upon its accumulation and in no event later than the end of each workday. Contractor is responsible for the management and removal of waste materials, including hazardous materials, to be disposed of in accordance with all applicable laws, regulations, codes, rules, and standards.
3. Burning of rubbish or debris is not allowed at the site. Rubbish, debris and scrap is not to be thrown through any window or other opening, or dropped from any great height; it shall be conducted to the ground, to waiting truck(s) or removable container(s) by means of approved chutes or other means of controlled conveyance.
4. Spillages of oil, grease or other liquids that could cause a slippery or otherwise hazardous situation or stain a finished surface shall be cleaned up immediately.

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5. If rubbish and debris is not removed, or if surfaces are not cleaned as specified above, the college reserves the right to have said work done by others and the related cost(s) will be deducted from monies due the Contractor.

Damage to Public and/or Private Property

1. Extreme care shall be taken by Contractor to safeguard all existing facilities, site amenities, utilities, irrigation systems, windows, and vehicles on or around the job site. Damage done to public and/or private property by the Contractor, shall be the responsibility of the Contractor and shall be repaired and/or replaced by Contractor at no additional cost to the College.
2. The Contractor shall use all means to protect existing objects, structures and vegetation. In the event of damage, the Contractor shall immediately make all repairs, replacements and dressings to damaged materials, to the approval of the College, at no additional cost to the College.

Appendix A – Insurance Requirements

1. **SAFETY:** The Contractor, its agents, employees, material men and its Subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards.
2. **INDEMNIFICATION:** The work performed by the Contractor shall be at the risk of the Contractor exclusively. To the extent permitted by law, Contractor shall indemnify, defend, and hold harmless Owner, affiliated companies of Owner, their partners, joint venturers, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) which arise in whole or in part or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Sub-Contractor or its agents.
3. **INSURANCE:** The insurance required shall be written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater. The Insurer must give the college at least 30 days prior written notice of cancellation and termination of the firm's coverage thereunder. All subcontractors the firm hires must comply with the same requirements.
 - a. Professional Liability: \$5 million dollars
 - b. Comprehensive General Liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner, to be renewed annually as long as the contract is in force. Minimum limits shall be as follows:
 - i. Not less than \$1 million dollars Each Occurrence, \$2 million Products/Completed Operations aggregate, \$1 million Personal and Advertising Injury limits, and \$2 million General Aggregate subject to a per project aggregate.
 - ii. **Firm shall provide Waubonsee Community College with a Certificate of Insurance and endorsement naming Waubonsee Community College District No. 516, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.**
 - c. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise limited by law.
 - d. Comprehensive Business Automobile Liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:
 - i. Written in the amount of not less than \$1 million each accident and covering any auto.
 - e. Umbrella Liability Insurance: Written in the amount of no less than \$5 million each accident.
4. **PROPERTY INSURANCE:** It is agreed that the Contractor shall purchase and maintain property insurance for its material left at the job site. Contractor waives all rights of subrogation against Owner for loss of, or damage to, Contractor's work, tools, machinery, equipment, materials or supplies.

Appendix B – Business Enterprise Program Participation and Utilization Plan

Form is available as a separate document and available for download from the college's Purchasing Bid web page. This form must be completed and submitted with RFP proposal.